

# Retention and Classification Report

**Agency:** Agricultural Advisory Board (1805)

, UT

**Records Officer:** Sue Munteer

00541 Minute books

**AGENCY:** Agricultural Advisory Board

**SERIES:** 541

3

**TITLE:** Minute books

**DATES:** 1919-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based on the significance of the minutes in documenting the board's decisions in setting division policy.

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**SERIES:** 541

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(continued)

**PRIMARY CLASSIFICATION:**

Public